

Converting Creditor Matrix to a .txt File

Last Updated: September 14, 2005

Purpose:

In order for a creditor matrix to be successfully uploaded, it must be in a .txt file format.

General Matrix Format:

- Names and addresses should be flush against the left margin
- Do not include page numbers, headers, footers, etc.
- The name and address of each creditor must be four (4) lines or less
- Each line may contain no more than 40 characters including blanks
- The creditor name must be on the first line
- No account numbers
- City, state abbreviation and ZIP code must be on the last line
- Nine digit ZIP codes must contain a hyphen separating the two groups of digits
- All states must be two-letter abbreviations
- Each creditor must be separated by at least one blank

I. Converting Creditor Matrix to a .txt file using WordPerfect:

1. From the **File** menu select **Save As**
2. Select the location to save the file using the **Save In** drop down arrow
3. Select **ASCII DOS Text** from **File Type** drop down list
4. Name the File
5. Click **Save**

II. Converting Creditor Matrix to a .txt file using Microsoft Word

1. From the **File** menu select **Save As**
2. Select the location to save the file using the **Save In** drop down arrow
3. Select **Text Only with Line Breaks** as the **Save as type**
4. Name the File
5. Click **Save**